



CITY OF SANTA FE REQUEST FOR PUBLIC RECORDS

In accordance with Section 14-2-1 NMSA 1978, as amended, I would like to inspect and/or copy the following documents: (Please list records with reasonable particularity)

I promise to pay copying charges as listed in the attached Copy Fee Schedule. If the copying charges will exceed \$ _____, please call me to discuss. I understand that I may be asked to pay the fee for copies in advance before the copies are made.

Public records will be available from 8:00 a.m. to 5:00 p.m. on normal business days. Original records may not be removed from City of Santa Fe offices.

Name of Requester

Date

Signature

Telephone Number

Address

FOR DEPARTMENT USE ONLY

The request to inspect public records is:
Approved _____
Disapproved for the following reason(s):

3 Day Deadline _____
15 Day Deadline _____
Date Completed _____
No. of Copies _____
Cost _____
Receipt No. _____